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ABSTRACT

This Roanoke College (Virginia) 1990-91 conduct code manual is intended for distribution to students. A reproduction of the Academic Integrity and Student Conduct Code Form which all students must sign leads off the document. A section detailing the student conduct code explains the delegation of authority within the institution and describes the responsibility expected of students. A subsection on disciplinary records and notification explains where and what records will be kept and when parents are notified. A section on student rights details rights in the event of violation of the conduct code, criminal charges, or conviction of criminal offense. Listed in the section on resolution of charges are the four possible types of hearings: (1) Academic Administrative; (2) Non Academic Administrative; (3) Student Conduct Council; (4) College Conduct Board. Sections on disciplinary procedures and the review process enumerate the procedures in the event of a violation including who may bring charges, where to present charges, determination and notification regarding hearings, hearings in absentia, and temporary suspension. The section on student conduct code violations lists 23 categories of violation. Thirteen penalty categories are identified in the section on disciplinary consequences. Specified in the section on disciplinary consequence guidelines are minimum penalties for specific violations in such areas as visitation, drugs and alcohol, false identification, firearms, vandalism, fire safety, noise, and pets. (JB)

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ROANOKE COLLEGE

STUDENT CONDUCT CODE

1990-91

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The ERIC Clearinghouse on Higher Education has been given federal funds to process a special collection of policy, program and curriculum documents produced by the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse, a coalition of institutions initiated by the Department of Education, Office of Educational Research and Improvement in response to the 1989 Drug Free Schools and Communities Act.

Major objectives of the project are to:

- increase access to the information on programs, policies, and curricula developed by Network member institutions;
- encourage the use of the ERIC system by Network member institutions;
- improve the Network's ability to know about, and share information on activities at member institutions; and
- test a model for collaboration with ERIC that other national agencies might adopt.

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ROANOKE COLLEGE
STUDENT CONDUCT CODE
1990-91

Office of Student Affairs

Fall 1990

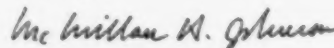
Dear Students:

Roanoke College is an academic community which operates on the principles of honesty, respect, and personal responsibility. Students are expected to conduct themselves in accordance with these principles, and will face disciplinary consequences if they fail to do so.

The Student Conduct Code is based on these principles. In this manual you will find a list of behaviors which are considered to be violations of the Student Conduct Code. You also will find the consequences for violations, and disciplinary procedures.

It is a privilege to be a member of our select community, and each of us must do our part to uphold its integrity. Please join me in helping make Roanoke a community in which we all take pride.

Sincerely,



McMillan H. Johnson, IV
Vice President-Student Affairs

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STUDENT CONDUCT CODE
Academic Integrity & Student Conduct Code Form

All students are required to sign a form regarding the Academic Integrity and Student Conduct Code systems before they may matriculate. This form is distributed to new students during Orientation and to returning students with their registration materials.

A copy of the form is reproduced below.

ACADEMIC INTEGRITY & STUDENT CONDUCT CODE FORM

(Please complete this form and return it to the Office of Academic Affairs)

(Name-Print)

(Social Security No.)

Roanoke College is an academic community guided by the principles of honesty, respect, and personal responsibility. As a member of this community, I agree to uphold and support these principles.

I acknowledge receipt of the publications Academic Integrity at Roanoke College, Student Conduct Code of Roanoke College, and the Student Handbook. I affirm that I will familiarize myself with these publications and will work fully with the faculty, administration, and other students to uphold and support the Academic Integrity system and the Student Conduct Code.

I realize that it is my responsibility to become knowledgeable about college policies, regulations, and procedures, and that failure to do so is not an excuse for any violation.

(Signature)

(Date)

White Copy: Academic Affairs Yellow Copy: Student Affairs Pink Copy: Student's file
ACAF041

STUDENT CONDUCT CODE

Responsibility and authority for the administration of student conduct at Roanoke College is vested in the Board of Trustees which delegates such authority to the president of the college. The president, in turn, delegates certain responsibility and authority to members of his administration.

The policies and regulations of the college have been established to support the educational mission of the institution. This mission includes providing a safe, clean environment in which students can pursue their education without undue interruption or distraction. In

order for this to happen, students are expected to be honest; respect the rights and property of other members of the college and local community; and conduct themselves in a responsible manner.

For many students, college means an opportunity for increased freedom. Along with this freedom goes the task of handling it responsibly. Students are expected to behave responsibly and will be held accountable for their actions.

Disciplinary Records & Notification

Disciplinary action, except Academic Integrity violations, is recorded in each student's Conduct file which is maintained by the Office of Student Affairs. This information is maintained for three years following graduation or departure from the college. Previous disciplinary action is taken into consideration when determining consequences for subsequent violations.

If a student is expelled or suspended from school or a class due to student conduct code or academic integrity violations, a grade of "DP" (Dropped Passing) for involuntary withdrawal from a course—passing and "DF" (Dropped Failing) for involuntary withdrawal from a course—failing will be recorded on his/her official academic transcript (see: APPENDIX A - ACADEMIC INTEGRITY POLICY, STUDENT HANDBOOK.)

Parents or guardians are routinely notified about serious violations such as when a student is placed on Disciplinary Probation or when a student is scheduled to go before a Conduct Board. Academic Advisors are routinely notified about misconduct of their advisees. Other college officials such as the Off Campus Studies Director are informed when appropriate. Law enforcement agencies are notified of criminal offenses occurring on campus including all violations involving illegal substances.

Student Rights

Students charged with violations of the Student Conduct Code, except as noted*, have the following rights:

- to know the charges being brought against him/her.
- to have a hearing at which the student may respond to the charges.
- to know who is bringing evidence against him/her.

*Students may be temporarily suspended without a hearing (see Disciplinary Procedures.)

* Students criminally charged with a felony or other serious criminal offense by law enforcement authorities after their first matriculation may be temporarily suspended from the college without a hearing until there has been a final determination by the court.

*Students found guilty of a felony or serious criminal offense by law enforcement authorities may be suspended or expelled from the college without a hearing regardless of whether they were temporarily suspended or not.

*If, by the determination of college officials, justice will be better served, witnesses and the accused may not be required to confront one another.

Resolution of Charges

Students charged with violations of the Student Conduct Code will have their charges resolved in one of the following ways:

Academic Administrative Hearing: comprised of the Associate Dean for Academic Affairs and/or his designee(s).

Non Academic Administrative Hearing: comprised of a member or members of the Student Affairs staff. In difficult cases, members of the College Conduct Board may serve also. For first offenses, cases occurring in freshmen halls may be heard by the Resident Director, Resident Advisors and selected Hall Council members of that hall.

Student Conduct Council Hearing: comprised of a member of the Student Affairs staff and student members of the College Conduct Board. This body hears cases which warrant sanctions up to and including disciplinary probation.

College Conduct Board Hearing: comprised of three students and three faculty/staff members. This body hears cases which warrant sanctions up to and including suspension and expulsion. The student members of the College Conduct Board and SCC are selected by the student body of Roanoke College. The faculty members are appointed by the Vice President-Student Affairs.

Disciplinary Procedures

Any member of the Roanoke College community (students, staff and faculty) may bring charges against a student or organization for conduct code violations. Individuals not affiliated with the college also may bring charges against a student or organization for conduct code violations.

Charges relating to student misconduct which occurs in a classroom, faculty office, laboratory, or similar environment, or which may result from action related to academic matters, are brought to the Office of Academic Affairs. All other charges are brought to the Office of Student Affairs.

A designated administrator will determine if the charge warrants a hearing.

If a hearing is warranted, the student will be notified of the charges; the type of hearing; and the time, date, and location of the hearing. Violations of the Student Conduct Code which occur during the final two weeks of a semester or during summer session usually are adjudicated by an Academic or Non Academic Administrative Hearing.

Students facing charges may have up to two members of the college community present as advisors/assistants at their hearings. Non members of the college community may not be present at a hearing.

A student having a College Conduct Board hearing will be referred to the Coordinator of the College Conduct Board who will review the by-laws of that board with the student (see: College Conduct Board By-laws, available from the Office of Student Affairs.)

The college reserves the right to conduct a hearing in absentia if:

1. a student facing charges fails to appear for his/her hearing or otherwise refuses to cooperate in the disciplinary process.
2. a student withdraws from Roanoke College between the time of the alleged conduct code violation and the scheduled hearing.

In the latter case, the college may decide to wait until the student returns before conducting the hearing.

- **TEMPORARY SUSPENSION:** In certain circumstances a student may be temporarily suspended from the college without a hearing if such action is deemed necessary to assure the continuing function of the college, or the safety and welfare of members of the college community. A student also may be temporarily suspended from a class by the course instructor if action is deemed necessary by the instructor to assure the functioning of the class.

Review Process

The Dean of Students, Associate Dean of Academic Affairs, or other appointed college official will review all disciplinary action.

The reviewing official will automatically review the Disciplinary Consequence(s) to ensure that it is consistent with college policy and practice.

A request for review based on procedural error in the hearing or new evidence which could not reasonably have been presented at the time of the hearing must be submitted in writing within a reasonable amount of time (routinely 48 hours).

If the procedural error or new evidence is determined by the reviewer to be significant enough to possibly change the outcome of the hearing then a new hearing will be scheduled.

Student Conduct Code Violations

1. Behavior which neglects the dignity, respect and mutual consideration of others; disorderly, loud, lewd, indecent, or obscene behavior or expression. Any item within public view that is offensive to others as determined by college officials.
2. Behavior which discriminates against another person because of their race, religion, ethnic background, sex, sexual preference or disability.
3. Behavior which threatens the health, safety or well being of the individual or of another person.
4. Verbal, written, physical, or other type of assault, abuse, harassment or intimidation which demeans or degrades, including behavior related to sexual matters.

5. Furnishing false identification or false information; failure to provide requested information to college officials; failure to testify in disciplinary hearings; failure to report student conduct code violations; assisting or encouraging student conduct code violations.
6. Refusal or failure to follow instructions or college procedures, or hindering or obstructing college officials acting in the performance of their duties; failure to provide a college identification card upon request of a college official; failure to cooperate with college officials when requested.
7. Deliberate, malicious, careless or negligent destruction or damage of college or private property.
8. The taking, stealing, carrying away or possession, without permission, of another's property.
9. Unauthorized entry into closed, private or restricted areas; tampering with, forgery, unauthorized possession or misuse of, college documents and property; removal of college property from designated areas.
10. Intentional obstruction or disruption of teaching, research, administration, disciplinary procedures or other college activities.
11. Improper use of alcohol which includes:
 - Possession of alcoholic beverages in freshmen residence halls.
 - Consumption of alcoholic beverages out-of-doors.
 - Consumption of alcoholic beverages in unauthorized areas.
 - Consumption of alcoholic beverages in college vehicles.
 - Being intoxicated.
 - Transportation of alcoholic beverages in open containers in unauthorized areas.
 - Possession of bulk container(s) of alcoholic beverages. (Kegs found in the possession of students on campus will be confiscated and will not be returned.)
 - Parties in locations other than individual rooms in upperclass halls.
 - Violating state, local and federal laws applicable to alcoholic beverages.
 - Unauthorized parties: an unregistered gathering of 10 or more persons with alcohol present. (All persons present, regardless of how long they have been there or whether they are drinking, may be found guilty of this violation of the conduct code.)
 - Empty alcohol containers in rooms of underage persons.
 (see: APPENDIX E - ALCOHOLIC BEVERAGE AND PARTY POLICY, STUDENT HANDBOOK for further explanations and regulations.)
12. Abuse of alcohol or other substances. (see: APPENDIX E - ALCOHOLIC BEVERAGE AND PARTY POLICY/SUBSTANCE ABUSE POLICY, STUDENT HANDBOOK.)
13. The possession, use, distribution, or manufacture of any illegal drug or controlled substance, or possession or use of paraphernalia which contains drug residue. Law enforcement agencies will be notified of all violations involving illegal substances (see: APPENDIX F - ILLEGAL DRUG & CONTROLLED SUBSTANCE POLICY, STUDENT HANDBOOK.)

14. Possession or use of firearms or other weapons capable of inflicting injury or damage. Firearms and other weapons must be registered and stored in the Office of Campus Safety.
15. Possession or use of fireworks, explosives, ammunition, explosive chemicals, flammable or similar materials; starting or contributing to a fire; causing an explosion.
16. Dogs, cats and other pets may not run at large on campus and may not enter college buildings. No pets except fish are permitted in residence halls.
17. Behavior which results in the mistreatment, injury, or death of an animal on the campus.
18. Solicitation (see: APPENDIX J - SOLICITATION, STUDENT HANDBOOK.)
19. Improper conduct in the residence halls (see: APPENDIX D - RESIDENCE LIFE, STUDENT HANDBOOK.) (Occupants of Room: The occupants of each residence hall room are responsible for all activities taking place in their room, whether they are present or not. They are also responsible for any items found in the room.
20. Violation of the Visitation policy (see: APPENDIX D - RESIDENCE LIFE.)
21. Violation of college policies found in the Student Handbook or other publications.
22. The college does not attempt to regulate, nor does it take responsibility for the off campus behavior of its students. The institution, however, will take action against students whose off campus behavior impedes or disrupts the college/community relationship, and/or undermines or threatens the welfare of the college or members of the college community.
23. Students are expected to obey local, state, and national laws. Violation of these laws may result in disciplinary action.

Disciplinary Consequences

Individuals and recognized organizations are subject to the following consequences for violations of the Student Conduct Code and other college policies. More than one consequence may be assigned for a particular violation.

- * **RESTITUTION:** Reimbursement for damage to, or destruction of, property, or for stolen and irretrievable property. This may take the form of appropriate service or other compensation.
- * **FINES:** Monetary fines levied for violation(s) of college policy.
- * **LOSS OF SOCIAL PRIVILEGE:** Restriction from sponsoring a recognized campus social event.

- * **LOSS OF HOUSING PRIVILEGE:** Restriction from living in specific residence halls or loss of on-campus housing.
- * **COMMUNITY SERVICE/EDUCATIONAL TASK:** Projects of an educational or community service nature.
- * **ALCOHOL/SUBSTANCE ABUSE TRAINING SESSION:** Mandatory attendance in an alcohol/substance abuse educational program.
- * **CAMPUS RESTRICTION:** Restriction from attending certain campus programs, sports events, activities or entering certain facilities.
- * **LOSS OF PARTICIPATION PRIVILEGE:** Restriction from participating in college sponsored activities such as intercollegiate athletics and intramurals, or from participating in co-curricular organizations such as student government, student publications, and choir.
- * **ALCOHOL/SUBSTANCE ABUSE PROBATION/SUSPENSION/EXPULSION:** Students who appear to be abusers as identified by college officials will be placed on Substance Abuse Probation. They may also be required to undergo an assessment by a trained professional and to make use of professional help at their own expense. A further abuse incident during the period of Probation will result in Suspension or Expulsion. (See Appendix E, Student Handbook)
- * **OTHER APPROPRIATE CONSEQUENCES:** as determined by the disciplinary authority.
- * **DISCIPLINARY REPRIMAND:** A discussion with the student concerning the inappropriate behavior causing the conduct code violation. A reprimand is usually only given once. Subsequent disciplinary violations receive at least a disciplinary warning in most cases. A follow-up letter documenting the action taken is placed in the student's file.
- * **DISCIPLINARY WARNING:** In addition to a discussion concerning the conduct code violation, a written letter is placed in the student's file. The letter serves as a more serious sanction than the disciplinary reprimand. The compilation of violations of the Student Conduct Code have a cumulative effect when a hearing board is determining a sanction in subsequent disciplinary hearings.
- * **DISCIPLINARY PROBATION:** Probation is a designated period during which the student demonstrates that he/she wishes to remain a member of the academic community by avoiding further disciplinary difficulty. A violation during this period usually results in Suspension or Expulsion. The student is required to submit a paper stating his/her goals and how they pertain to Roanoke College, and how he/she plans to be a contributing member to the college community. The purpose of the paper is to help the student evaluate his/her commitment to college. The paper must be at least two typed pages and be double spaced.
- * **DISCIPLINARY SUSPENSION / EXPULSION FROM CLASS(ES):** Attendance not allowed in one or more classes for a specific period of time; or removal from one or more courses. These consequences can be imposed in an Academic Administrative Hearing only.

* **DISCIPLINARY SUSPENSION:** Separation from the college for a period of time (a minimum of one term). Suspended students must re-apply and be re-admitted to the college (See: RE-ADMISSION PROCESS FOR SUSPENDED STUDENTS, ACADEMIC CATALOG.)

* **DISCIPLINARY EXPULSION:** Permanent dismissal from Roanoke College.

Suspended or expelled students or students who withdraw pending disciplinary action are required to vacate the campus within a reasonable period of time, usually 48 hours, to be determined by the appropriate Student Affairs or Academic Affairs representative. Suspended or expelled students or students who withdraw pending disciplinary action are not allowed on college property during their period of separation from the college without prior approval from a Student Affairs or Academic Affairs representative.

Disciplinary Consequence Guidelines

The following guidelines provide the minimum penalty for the violations listed below. More serious consequences may be assigned depending on the circumstances of the violation. Guidelines have been provided for those violations which occur most frequently. Not all violations are covered by the guidelines.

These guidelines are for first time violations of the respective regulations unless stated otherwise. Students will be assigned more severe consequences for subsequent violations. Situations involving a combination of violations will be treated accordingly.

<u>VIOLATION</u>	<u>MINIMUM PENALTY</u>
PERSONAL & COMMUNITY SAFETY	
Propping locked door open	disciplinary probation, hall monitor duty
Lack of respect	disciplinary warning, community service
Verbal harassment	disciplinary probation, community service
Physical assault	disciplinary probation, community service
Physical assault with a weapon	disciplinary suspension
Abuse/misuse of emergency telephones	disciplinary probation, community service
Causing/contributing to disruption of college activities - in Cavern, Alumni Gym, Commons, athletic fields, etc	disciplinary warning, campus restriction, community service
Removal of screen from room or common area	disciplinary warning, restitution - labor
Individuals on roof of any building	disciplinary probation, community service
Fighting	disciplinary warning, \$25 fine, 10-15 hours community service
VISITATION	
Visitation (in male/female hall after hours) *	disciplinary reprimand, 3-5 hours community service

Second visitation violation

disciplinary warning, 7-10 hours
community service

* all individuals present in the room are subject to
this violation

ALCOHOL/PARTY POLICY

Possession/consumption of alcohol-
underage; freshman hall

disciplinary reprimand, \$25 fine, loss of
refrigerator for one month if alcohol found
in the refrigerator in room

Drinking outside

disciplinary reprimand, \$25 fine

Second violation of one of the above

disciplinary warning, 8-12 hours
community service, loss of refrigerator for
remainder of term if alcohol found in
refrigerator in room

Providing alcohol to underage person

disciplinary warning, community service

Violation of party policy

disciplinary warning, \$50 fine, loss of
social privilege

Possession of a keg

disciplinary warning, \$100 fine, 8-12 hours
community service

Alcohol abuse

substance abuse probation

VISITATION/ALCOHOL

Visitation and 1. possession/consumption
of alcohol underage; or 2. drinking in
freshman hall; or 3. drinking outside

disciplinary reprimand, \$25 fine, 3-5 hours
community service, loss of refrigerator for
one month if alcohol found in refrigerator in
room

Second violation

disciplinary warning, 15-20 hours
community service

ILLEGAL DRUG & CONTROLLED SUBSTANCE

Possession of drug paraphernalia

disciplinary warning, community service
and/or fine*

Possession of misdemeanor drugs

disciplinary probation, community service
and/or fine*

Use of misdemeanor drugs

disciplinary probation, community service
and/or fine*

Possession of felony drugs

disciplinary suspension

Distribution of an illegal substance

disciplinary suspension

Substance abuse

substance abuse probation

* a subsequent drug violation within a calendar year will result in suspension or expulsion

INFORMATION/ID - FALSE OR MISUSE

Failure to carry ID to Commons

disciplinary warning, community service

Using false ID to obtain food in Commons

disciplinary probation, restitution,
community service

Possession of false ID

disciplinary warning, community service

Using false ID to obtain alcohol

disciplinary probation, community service

Giving false information to a college official

disciplinary probation, community service

VANDALISM/PRANKS

Any type of vandalism or property damage: includes putting cigarettes out on floor or carpet, spitting chewing tobacco on walls, floor, carpet, shaving cream, etc.
Pranks (depending on severity) ex: shaving cream, baby powder, water

disciplinary probation, restitution, community service

disciplinary warning, community service

THEFT/STOLEN PROPERTY

Possession of stolen property (includes street signs, etc. taken for the community
Theft

disciplinary probation, community service, restitution (if appropriate)
disciplinary probation, community service, restitution (if appropriate)

Theft of cable or telephone services

disciplinary warning, community service, restitution (if appropriate)

Lounge furniture in room

disciplinary warning, \$25 fine, return furniture to lounge

Possession of glasses, dishes, silverware, condiments, etc. from Commons or Cavern

disciplinary warning, community service, restitution (if appropriate)

FIREARMS & FIREWORKS

Possession of unregistered firearm
Use of a BB gun/air rifle/slingshot, or similar device

disciplinary warning, \$25 fine
disciplinary probation, community service

Use of a firearm

disciplinary suspension

Possession of fireworks

disciplinary reprimand, community service

Using fireworks

disciplinary warning, community service

Using fireworks-endangering health and safety

disciplinary probation, community service

FIRE SAFETY

/EQUIPMENT/PROCEDURES

Removing/discharging fire extinguisher

disciplinary probation, community service, restitution

Activating fire alarm system

disciplinary probation, community service

Setting or contributing to fires

disciplinary probation, community service

Failure to evacuate during fire drill

disciplinary warning, community service

Removal of smoke detector and/or smoke detector battery from wall

disciplinary warning, community service

KEYS

Failure to replace lost key

disciplinary warning, \$25 key replacement

Loaning key out to another individual

disciplinary warning, \$25 fine each

Illegal copying of keys

disciplinary warning, community service

EXCESSIVE NOISE

Excessive noise in residence hall

disciplinary warning, community service

Playing stereo too loud

disciplinary warning, community service

Playing stereo too loud-second offense

confiscate stereo for minimum of 2 months

PETS

Any pers (except fish) in residence hall

disciplinary warning, \$25 fine, removal of animal within 24 hours

Note: Students fined or assigned community service hours are expected to pay on time and/or complete work on time. This is considered an act of good faith and a demonstration of responsible behavior. Additional monetary fines are imposed for fines not paid and work not completed. In addition, students who commit further offenses without having completed their previous sanctions will normally receive more severe penalties than those who have completed their previous sanctions.